



The Sisters of the Sacred Hearts of Jesus and Mary

Care Philosophy

The underlying principle which fashions the philosophy of care at any place run by the Sisters of the Sacred Hearts of Jesus and Mary is a Christian one. Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each person in our care or to whom we provide a service.



JOB PROFILE

Department	Catering
Job Title	School Cook
Reports To	Catering & Hospitality Manager
Responsible To	Principal
Grade / Scale Point	NJC Grade 4, Scale Point 7
Job Purpose	To provide meals which are attractive and nutritious and caters for all dietary needs at cost effective prices.

JOB DESCRIPTION

Main Duties and Responsibilities

Main Tasks

- Under the direction of the Catering Manager work independently to prepare food for the school, which may be consumed immediately or for consumption at a later time away from the dining room working at all times using good food safety practice.
- Prepare dining and serving areas to the accepted standards, this includes the supply and correct distribution of dining room furniture and equipment.
- Serve food and drinks at the specified times and to the designated portion size. This may involve transporting and serving food around the site.
- Be aware of and ensure the provision of special dietary needs for all individuals.
- Check goods received against orders for quality and quantity as required by the Catering manager and advise of any problems or shortages.
- Identify the stock requirements and advise the Catering Manager as stocks run low so it could be replenished.
- Adhere to the procedures in the kitchen to ensure stock rotation and advise management of any damage to or potential waste of perishable goods in the kitchen.
- Undertake regular cleaning duties each day including operating the dishwasher and washing up. Occasional deep cleaning on designated cleaning days to ensure that the kitchen and equipment are kept in a clean and hygienic state. Complete and sign cleaning schedules to verify times and



activities completed. Record and report any defects in the kitchen and equipment for repairs to be ordered.

- Record accurately all information with regard to health and food safety on a day to day basis as required by the Catering Manager.
- Ensure that personnel appearance, including uniform and foot wear, comply with the standards set down by the catering manager and are in line with food hygiene regulations.
- Provide support where required to students in training or on work experience.
- To be available for and contribute to any other hospitality event as required under the direction of the Catering Manager.
- Ensure that all catering and cleanliness standards are maintained in line with food hygiene regulations and good catering practice ensuring good personnel hygiene.
- Under the direction of the Catering & Hospitality Manager serve food either hot or cold and in line with portion sizes.
- Contribute to the provision of an efficient catering service.
- During the school holiday periods, be responsible for the provision of meals and maintaining food supplies for the convent kitchen.
- Report any illness that may affect your ability to work with food.

General

- Attend relevant training and take responsibility for your own professional development.
- Maintain a professional portfolio of evidence to support your Performance Management process.
- Make a positive contribution to the overall ethos, vision and aims of the school.
- Be aware of and comply with policies and procedures relating to child and vulnerable adult protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake any other duties, commensurate with the post

Responsibility

- For undertaking the duties accurately and efficiently and prioritising own workload.
- For meeting all necessary deadlines set by managers, Senior Leaders and external agencies.
- For bringing matters to the attention of senior staff when necessary.

Decision Making

- Routine decisions regarding the organisation of own work.
- When it is necessary to refer matters to the Catering & Hospitality Manager or other senior staff and when decisions can be taken within guidelines set.
- When matters are confidential or need to be dealt with sensitively- especially when child protection is involved.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The post holder will be expected to undertake other tasks commensurate with the general level and responsibility of the post as decided by the Principal and/or Governing Body in the context of the schools changing needs.



The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

Posts working with children and/or vulnerable adults will be subject to an enhanced DBS. Field Heath House School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

We recognise the value and worth of those people who we work with and seek to uphold standards of the highest quality. This is to reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination. This means a true partnership between the organisation, parents/carers and authorities or other stakeholders, which will promote the physical, intellectual, emotional and social development of our young people or others in our care, in order that they may achieve their full potential.

The Post Holder is expected to uphold the Christian ethos of the school.

Postholder Name: _____

Signature: _____

Date: _____



Person Specification

Criteria		Essential	Desirable
<u>Qualifications and Training</u>	English and Maths GCSE or equivalent	✓	
	Level 2 Food Safety Certificate	✓	
	Certificate in Health & Safety including knowledge of COSHH regulations, safe storage and working practices		✓
	Food preparation and nutrition qualification		✓
	First Aid Qualification		✓
<u>Knowledge and Experience</u>	Experience in the preparation and cooking of simple food and beverages	✓	
	Experience of working in a largescale catering environment		✓
	Experience of directly serving food at a counter/kiosk		✓
<u>Skills and Abilities</u>	Ability to read and complete simple instructions such as recipes, rota's, temperature control logs etc.	✓	
	Be able to work with Health & Safety Standards and Food Hygiene Regulations	✓	
	Ability to prioritise own workload	✓	
	Ability to work as part of a team or individually as required	✓	
	Ability to work under pressure and be flexible.	✓	
	Ability to communicate effectively with students and staff	✓	
<u>Personal Attributes</u>	Demonstrate a willingness and enthusiasm for training and progression	✓	
	Good communicator	✓	
	Friendly manner with a sense of humour	✓	
	Display and maintain a high standard of personal hygiene	✓	